

Updating Addresses for Multiple Participants in a Case

In eWiSACWIS, the Case Address is the Primary Residence address of the Reference Person in the case. The Case Address should match the address in the Person Management record for the participant listed as the Reference Person. Participants in the case who live at the address listed on the Address tab of the Maintain Case page can have their address updated in their Person Management record from the Address tab on the Maintain Case page. For example, if the family moves, this will be the easiest method to update all the participants' records at once.

1. From the desktop, click on the Cases expando to view all cases.
2. Find the case where the address change needs to be recorded. Click on the Case Name hyperlink to open the Maintain Case page.

| | | | |
|--|---|---|---|
| Aladdin, Mama (9222109) Case details: Child Welfare Green - Monroe Open OHP exists for associated participant(s) + View case information | Case address: 225 Main Street, Apt. #D Monroe, WI 53566 (608) 123-1111 | Primary worker: Conn, Conn C., Jr. (608) 266-4496 Ext. 1222 Conn@wisconsin.gov | Actions: Please select an action ▾ |
| Aladdin, Mama (9221791) Case details: CPS Family - Initial Assessment Milwaukee-Region 1 Open OHP exists for associated participant(s) + View case information | Case address: 11 River Road Madison, WI 53701 | Primary worker: Door, Diane (Supervisor) MikeB.Smith@wisconsin.gov | Actions: Please select an action ▲ |

3. The Maintain Case page will open to the Participants tab. Click on the Address tab. Enter an Effective Date of the new address and fill in the remaining updates on this tab.
4. Click on the Address Copy button. This will open the Update Address from Case page.

Maintain Case - ID: 8110800 - Internet Explorer

eWiSACWIS UAT Print Spell Check Help

Case: 8110800

Name: Case Type: Status: Open 11/25/2005

County: Site/Region:

CARES Case #: County Case #: ☐ Restricted Designation: [Select Program](#)

Participants Address Collaterals Closing/Merge History

Case Address

Type: Effective Date:

C/O:

Street: Apt:

WI City: County:

City: State: ZIP: Country:

Directions:

[Map this address](#)

Address Copy

Case Phone

Phone: Ext: Alt Phone: Ext: Fax:

Phone Copy

Options: **Go** **Save** **Close**

100%

5. The Update Address from Case page lists all the participants in the case and their addresses. All household members will have the checkbox automatically checked. (Clicking on the Phone Copy button brings you to the Update Phone from Case page which functions the same way except that checkboxes default to unchecked).

Update Address from Case -- Webpage Dialog

Case Address

123 Camp Randall Avenue, Madison, WI 53701

Update Participants Residing At Case Address

| Name | DOB | Current Home Primary Address |
|---|------------|--|
| <input type="checkbox"/> Badger, Bucky B (8453119) | 02/05/2005 | C/O Auntie Provider, 321 State Street, Madison, WI 53701 |
| <input checked="" type="checkbox"/> Landowski, Brandon (9447673) | 02/09/1991 | 4367 S 47th Street, Greenfield, WI 53220 |
| <input checked="" type="checkbox"/> Landowski, Brenda L (2015967) | 03/29/1965 | 4367 S 47th Street, Greenfield, WI 53220 |
| <input checked="" type="checkbox"/> Landowski, Scott D (8806071) | 05/19/1964 | 4367 S 47th Street, Greenfield, WI 53220 |
| <input type="checkbox"/> Landowski, Stephanie L (8293466) | 11/03/1990 | 4367 S 47th Street, Greenfield, WI 53220 |

Save Close

6. For each participant whose address needs to be updated to match the address on the Maintain Case page, verify the checkbox next to the participant's name is checked. For any household member that you do not want to update the address for, verify the checkbox for that participant is not selected. Click on the Save button. Click on the Close button to return to the Maintain Case page.